



**NOTICE OF THE REGULAR MEETING OF THE  
EAGAR CEMETERY COMMITTEE  
April 13, 2017 AT 8:00 a.m.  
EAGAR TOWN HALL  
22 W. 2<sup>ND</sup> Street, Eagar, Arizona**

PURSUANT TO A.R.S. 38-431.02, NOTICE IS HEREBY GIVEN TO THE MEMBERS OF THE TOWN COUNCIL OF THE TOWN OF EAGAR AND THE GENERAL PUBLIC THAT THE EAGAR CEMETERY COMMITTEE WILL HOLD A **REGULAR MEETING OPEN TO THE PUBLIC ON THURSDAY, APRIL 13, 2017, BEGINNING AT 8:00 A.M.**, AT THE EAGAR TOWN HALL LOCATED AT 22 W. 2<sup>ND</sup> STREET, EAGAR, ARIZONA.

**AGENDA**

1. **WELCOME**
2. **ROLL CALL**
3. **OPEN CALL TO THE PUBLIC**
4. **CONSENT AGENDA**
  - A. CONSIDERATION OF CEMETERY COMMITTEE BOARD MINUTES OF SEPTEMBER 26, 2016 (BECKY CROSBY)
5. **NEW BUSINESS**
  - A. TOWN OF EAGAR COUNCIL ACCEPTANCE OF NORMA CODDINGTON'S RESIGNATION FROM THE CEMETERY COMMITTEE AND NOT FILLING HER POSITION (BECKY CROSBY)
  - B. DISCUSSION AND CONSIDERATION FOR A DATE AND TIME FOR THE CEMETERY CLEAN UP DAY AND PLANTING FLOWERS IN THE CEMETERY (BECKY CROSBY)
  - C. DISCUSSION ON WATERING ROTATION OF THE FLOWER BARRELS/PLANTERS AND TREES IN THE CEMETERY (BECKY CROSBY)
  - D. DISCUSSION AND REVIEW OF THE CEMETERY BUDGET FOR FISCAL YEAR 2016/2017 (BECKY CROSBY)
  - E. DISCUSSION OF THE NEED FOR ADDITIONAL BENCHES, SPIGOTS, HOSES, AND FLOWER PLANTERS (BECKY CROSBY)
  - F. DISCUSSION AND CONSIDERATION OF A CEMETERY BUDGET FOR FISCAL YEAR 2017/2018 (BECKY CROSBY)
6. **OLD BUSINESS**
  - B. DISCUSSION OF OTHER CEMETERY BUSINESS (CEMETERY COMMITTEE)
7. **NEXT MEETING**
8. **ADJOURNMENT**

THE PUBLIC IS WELCOME TO PLACE ITEMS ON THE EAGAR CEMETERY COMMITTEE AGENDAS WITH THE APPROVAL OF THE CHAIRMAN BECKY CROSBY. ALL REQUESTS ARE DUE INTO THE TOWN CLERK'S OFFICE A WEEK PRIOR THE NEXT MEETING.

IF ANYONE WISHING TO ATTEND THIS MEETING HAS SPECIAL NEEDS DUE TO A DISABILITY, PLEASE CONTACT THE TOWN CLERK AT 928-333-4128 TWENTY-FOUR HOURS PRIOR TO THE MEETING AND ACCOMMODATIONS WILL BE PROVIDED. ALSO, ANYONE NEEDING INFORMATION ON THE CURRENT MEETING PLEASE CONTACT THE TOWN CLERK AT 928-333-4128.

**MINUTES  
REGULAR MEETING  
EAGAR CEMETERY COMMITTEE  
Eagar Town Hall  
September 26, 2016 – 8:00 a.m.**

Cemetery Committee Chairperson Becky Crosby welcomed those present and called the meeting to order at 8:05 a.m. Roll call is as follows:

PRESENT:   Becky Crosby, Chairperson  
              Councilor Debra Seeley  
              Christine Heap  
              Linda Eagar  
              Bruce Ray, Public Works Director  
              Bryce Burnham  
              Norma Coddington

STAFF:       Eva Wilson, Town Clerk  
              Marion Wiltbank, Assistant Town Clerk

**ITEM #3: OPEN CALL TO THE PUBLIC**

No public in attendance.

**ITEM # 4: CONSENT AGENDA**

**A. CONSIDERATION AND APPROVAL OF CEMETERY COMMITTEE BOARD  
MINUTES OF MAY 2, 2016**

Bruce Ray moved to accept the Cemetery Committee Board minutes of May 2, 2016. Bryce Burnham seconded; all were in favor and the motion carried. 7-0

**ITEM #5: OLD BUSINESS**

**A. DISCUSSION AND RECOMMENDATION TO REVISE EAGAR TOWN CODE  
CHAPTER 13.60 CEMETERY**

Eva Wilson explained that the changes that are made to the Eagar Town Code Chapter 13.60 Cemetery will be on the October 4<sup>th</sup> Council Agenda. Ms Wilson went through the changes she had made to the Cemetery Town Code: Eliminating double-depth plots; creating flexibility to waive the transfer of ownership fee; and general cleanup of sections, eliminate duplicate language, and improve readability.

Town Manager Tami Ryall wanted the Perpetual Fund Fee added to the Town Code. The Cemetery Committee discussed 13.60.060.F: The Town may establish a Perpetual Fund Fee for the Future care and Maintenance of the Cemetery and shall be set from time to time by resolution of the (“resolution of the” was added) Town Council. The committee agreed it was a good idea to start the Perpetual Fund Fee for the maintenance of the cemetery for future years.

Bryce Burnham said that the word disinterment is used by the State of Arizona on cemeteries not exhumation/exhume. The committee agreed to keep the word “disinterment”.

The Cemetery Committee agreed to the changes that were made and have it sent to Council.

**B. DISCUSSION ON WATERING OF THE FLOWER BARRELS AND TREES IN THE CEMETERY**

Next year they will do the watering differently and start in the spring, so some of the flowers will live.

The group discussed having another work day to clean up the flower beds for the winter. Bruce Ray said he had mulch at Public Works that the committee could use for the cemetery. The crew will drop off two piles of mulch: one pile on the northeast corner of the cemetery and one pile up at the top. Linda Eagar said she had two scouts that still needed to do service projects and she would bring them to the cleanup day. The date set for the Cleanup Day at the Eagar Cemetery was Thursday, October 13, 2016 at 3:30 p.m.

**C. DISCUSSION ON THE PREPAYMENT OF THE OPENING & CLOSING OF A GRAVE BY A MORTUARY**

Bryce Burnham said that when a prepayment for the opening and closing is paid that when the person passes away be it 5 to 20 years from now they don't pay more money if the price of the opening and closing is raised by the cemetery. Because the cemetery had the use of the money that was prepaid. The family of the deceased shouldn't have to pay the difference of the current interment fees. If the family has to pay the difference there is no incentives to prepay the open/close. Bruce said that his crew was getting paid to work whether it was on roads, water, or cemetery and the amount that was charged for the open/close was more than enough. The cemetery committee agreed to change 13.60.060.C. to: Prepayment of interment will be accepted.

**D. DISCUSSION OF OTHER CEMETERY BUSINESS**

Linda Eagar was impressed with how many people come and go at the cemetery. Becky Crosby had heard compliments on our cemetery at a funeral she had attended and the people didn't know that she was on the cemetery committee.

**ITEM #6: NEXT MEETING**

Becky Crosby said the next meeting will probably be next year unless something comes up.

**ITEM #7: ADJOURNMENT**

Bryce Burnham moved to adjourn the meeting. Christine Heap seconded; all were in favor and the motion carried. 7-0

## **Marion Wiltbank**

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**From:** Chris C <CODYNTN@FrontierNet.net>  
**Sent:** Wednesday, March 01, 2017 2:25 PM  
**To:** Marion Wiltbank  
**Subject:** Resignation from Cemetery Committee

Marion Wiltbank;

I hereby submit my resignation from the Cemetery Committee effective immediately. I have enjoyed working with you and the other members of the committee.

Regards Norma Coddington

**TOWN OF EAGAR**  
**MEMORANDUM**

**TO:** Eagar Town Council  
**FROM:** Eva Wilson, Town Clerk  
**DATE:** March 2, 2017  
**SUBJECT:** Cemetery Committee Member Resignation

Mrs. Norma Coddington has submitted her resignation as a member of the Cemetery Committee effective immediately.

When the Cemetery Committee was created many years ago, the Council did not stipulate how many members there were to be on the Committee. The Clerk's office has generally in the past allowed citizens to serve as they have volunteered; so the number of Cemetery Committee members has fluctuated over the years of its existence. This practice, however, can make it difficult to stay in adherence of the Open Meeting Law as to the number of members that make up a quorum of this committee.

As there were eight members serving on the Cemetery Committee up to Mrs. Coddington's resignation, it is recommended that the now vacant seat not be filled, and it is further recommended by the Town Clerk that the Council specify that the Cemetery Committee contain seven (7) members for the purpose of keeping in adherence of Open Meeting Law.

<b>Cemetery Committee</b>	Councilor Debra Seeley Town Manager Bruce Ray (or an employee from Public Works) Becky Crosby, Chair Linda Eagar Bryce Burnham Chris Heap <del>Norma Coddington</del> - RESIGNED
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**MINUTES  
REGULAR MEETING  
EAGAR CEMETERY COMMITTEE  
Eagar Town Hall  
May 2, 2016 – 8:00 a.m.**

Cemetery Committee Chairperson Becky Crosby welcomed those present and called the meeting to order at 8:05 a.m. Roll call is as follows:

**PRESENT:**    Becky Crosby, Chairperson  
                  Councilor Debra Seeley  
                  Christine Heap  
                  Linda Eagar  
                  Bruce Ray, Public Works Director

**ABSENT:**    Bryce Burnham  
                  Norma Coddington

**STAFF:**      Marion Wiltbank, Assistant Town Clerk

**ITEM #5: OLD BUSINESS**

**D. DISCUSSION OF OTHER CEMETERY BUSINESS**

Becky Crosby and Christine Heap will not be at the Cemetery Clean Up Day on May 14, 2016 at 8:00 a.m. Christine Heap will clean out the flower bed and barrels by the flagpole. Becky Crosby will clean on Friday, May 13<sup>th</sup>.

Friday, May 27<sup>th</sup> is Flower Planting Day at 8:00 a.m.

Watering schedule for the first two weeks after planting:

May 28 <sup>th</sup> , 29 <sup>th</sup> , and 30 <sup>th</sup> – Linda Eagar	June 1 <sup>st</sup> – Debra Seeley
May 31 <sup>st</sup> – Becky Crosby	June 2 <sup>nd</sup> & 9 <sup>th</sup> – Bryce Burnham
	June 3 <sup>rd</sup> – Norma Coddington
	June 4 <sup>th</sup> – Christine Heap

Mondays, June thru September – Christine Heap.

Wednesdays, June – Debra Seeley, July – Linda Eagar - then for August & September Debra Seeley.

Watering substitutes are: Linda Eagar, Norma Coddington, and Bryce Burnham.

## CEMETERY BUDGET FOR FISCAL YEAR 2015/2016

The Cemetery Committee members walked the cemetery and decided that they would like water spigots/hydrants and benches at the west and east sides of each section.

Need to buy for each section of the Cemetery over the next couple of years:

Aspen Section: Needs bench at the west side, and has a water spigot at the corner on west side that can be used on the west Oak section.

Oak Section: Needs bench at the east side.

Cedar Section: Needs bench at the east side.

Juniper Section: Needs water spigot/hydrant at west side and bench of the east side.

Spruce Section: Needs water spigot/hydrant and bench on the west side.

Maple Section: Needs water spigot/hydrant and bench on the east side and waterspigot on the west side.

Total of four water spigots/hydrants and six benches need to be purchased in the next two years.

This year the Cemetery Committee decided to budget \$1,500:

\$1,000 for benches

\$200 for flowers and planters

\$300 for water spigots

A. DISCUSSION AND CONSIDERATION OF A CEMETERY BUDGET FOR FISCAL YEAR 2016/2017

This year the Cemetery Committee decided to budget \$1,500:

\$1,000 for benches

\$300 for flowers

\$200 spigots